

SECRET

6 November 1959

MEMORANDUM FOR: CS Staffs and Divisions

ATTENTION : Records Management Officers

SUBJECT : Proposed CSI Concerning the Vital Materials Program

1. Attached is a draft of a proposed CSI which attempts to provide a proper basis for the Vital Materials Program of the CS. Under the attached proposal much of the current duplication of Vital Material would be eliminated; the proposed General Schedule would assign responsibility for certain categories of documents that may be considered vital to the reconstitution of the operations of the CS following a nuclear attack on Washington.

2. Addressees are requested to review the attached draft and its attachment and advise concurrence or comment. In lieu of written comments in each case, addressees are invited to call the undersigned, Rm. 2005 or 2068, for conference discussion of your suggestions. This will permit a more complete interchange of views on this subject. In view of the man-hours required in the selection and maintenance of Vital Material, your views are solicited as to possible elimination or further restriction of some of the subcategories listed on the General Schedule.

3. It will be appreciated if we may have your comments or concurrence before 23 November 1959.

25X1

Attachment:  
As Stated

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SUBJECT: (Optional)

FROM:

DDP RECORDS MANAGEMENT OFFICER

NO.

DATE

9 November 1959

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/RMS 604 1016 16th St.  
Attn:

RECEIVED

FORWARDED

11/12

11/13/59

Could you let me have  
any comments by  
not later than 11/19/59?

2. The provision made  
in para. 2 & to depend  
copies of listing of retired  
records is not necessary.  
Otherwise, this seems  
fine to me. *sy*

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM  
1 DEC 56

610

USE PREVIOUS  
EDITIONS

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